

DRAFT UNTIL APPROVED

Executive Session, Study Session & Business Meeting (Tuesday, April 12, 2016)

Generated by Shelley R Shelton on Wednesday, April 13, 2016

Members present

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Staff Members present: Keith Rittel, Superintendent; Gary Wilson, Assistant Superintendent; Stefanie Bryant, Business Administrator; Jason Cox, Executive Director HR; Anne-Marie Harrison, Executive Director Teaching & Learning; Alex Judd, Executive Director Elementary Education; Shelley Shelton, Executive Assistant; Chad Duncan, Technology Director; Morgan Anderson, Special Education Director; Mark Wheeler, Facilities Director, Mitch Swenson, Facilities Planning Principal

Guests: Lisa Pulver, Jean Jones, Debbie Larson, Provo Education Support Professionals; Charity Williams, After School Programs; Kathy Giles, Christy Giblon, Provo Education Association; Chase Dalton and Jordan Calderwood, YellowBus Media

Study Session called to order at 5:33 PM

2. 5:00 - 7:00 p.m. Study Session

A. Welcome: President Julie Rash

B. Roll Call

C. Construction & PHS Groundbreaking Update: Mark Wheeler, Director of Facilities

Elementary projects update:

- Edgemont and Provost have a June 8 bid date. Construction managers are currently being pre-qualified with the help of the purchasing department. A short list will be compiled within the next few days. The design phase is going very well. A coordination meeting will be held with both principals and the respective school construction committees tomorrow. Engineers will be at Provost tomorrow at 3:00 and at Edgemont at 4:00 to confirm some design elements.
- Rock Canyon/Sunset View continue to progress very well. Painting is being done at both facilities and flooring will start soon. July 13 is the temporary occupancy date for Rock Canyon - things but not people can be moved into each building. Planning Principal Mitch Swenson and Purchasing Agent Tina Fluehe are coordinating with principals and faculties. The temporary occupancy date for Sunset View is during the first week in June.

Provo High update:

- Westland Construction received bids this afternoon on a partial site bid package for dirt work, excavation and pier work on the west side site. The remainder of the project will be bid out in June for board approval. Will mobilize Monday to begin dirt work.
- Groundbreaking can take place in April or May; it was tentatively scheduled for April 26 at 3:30 pm.
- Hoping to be 60% complete with overall plans within the next week.
- Will present color palettes during May 10 study session.

Capital improvement project update:

- Within the past five weeks the entire THS facility has been re-keyed. Maintenance staff has also fixed damaged doors and hardware. \$25,000 overall cost. Coordination took place with principals to determine who received new keys.
- Independence High School - \$156,000 in budget savings from other capital improvement projects will go toward the IHS HVAC control upgrade project.

D. Policy Review

Policy 4410 - Graduation and Related Requirements

Policy 4425 Credits and Transcripts

- Both policies were reviewed with the board during the Feb. 26 retreat. Supt. Rittel indicated staff had drawn up an accompanying draft procedure to Policy 4410 that captures what is currently happening with legislative changes rather than what may happen in the future. Some clarifications on new legislation are still needed.

Policy 4020 Curriculum Development and Adoption of Instructional Materials

- Supt. Rittel reviewed the revisions in bold/underline. Many of the revisions had to do with the title of the position. When adopting math or reading curriculum, some teachers have refused to use the new materials. Teachers are expected to use the materials; the district is expected to train teachers. Some flexibility will be used in e-School course and materials selection.
- Board members expressed concerns regarding some aspects of the policy. Items of concern included the following excerpts:
 - "Upon a curriculum program/materials adoption, previous curricular program/materials will be collected and will be disposed of according to Policy 6215 Surplus Goods."
 - The district needs to have a training standard for teachers upon the adoption of new material.
 - "Teachers will use the current, district-adopted curricular materials as designed; teachers cannot opt-out of using district-adopted curriculum programs/materials."
- Supt. Rittel recommended approval be tabled pending further discussion.

Policy 4006 P1 Student Travel

- Supt. Rittel reviewed the updates to the procedure, including the following:
 - Frequent trips to the same location every year may require additional justification from the trip sponsor to verify the educational purpose.
 - Without exception, all applications must be submitted to the board no later than 7 calendar days prior to the respective board meeting.
 - Trip sponsors and principals are required to attend the board meeting where the trip request is being considered, prepared to answer questions from the board.
 - The superintendent is authorized by the board to approve out of state travel requests for:
 - CTE-based courses/activities including those where students have qualified for regional/national competitions following local and state competitions. This includes individual entrants as well.
 - Athletic and activity groups where students have qualified for regional/national competitions following local and state competitions. This includes individual entrants as well.
 - Athletic groups traveling to the same locations for the same events each year.
 - A written itinerary detailing planned daily activities must accompany the travel request form; it also includes destinations/activities not included in the submitted itinerary.
 - Trip activities including water locations (beaches, etc.) are subject to Risk Management approval.
 - Student sleeping accommodations shall meet the standard of one student, one bed. No sharing of beds is permitted except in the case of siblings (as outlined by the office of Utah State Office of Education Division of Risk Management).
- Much of the discussion centered on the one student, one bed statement; Supt. Rittel indicated more discussion was needed as well as clarification from Risk Management.

E. Student Participation/School Fees

Supt. Rittel stated all required changes have been made. A couple of fees are a little high. Supt. Rittel is working with principals to make sure fees do not automatically reach the maximum. Principals had previously reviewed the paper packet costs.

F. Resolution: RDA/CDA - PEG Development

Utah State Code allows for a school district, as a taxing entity, to consent to share property tax revenue for the use in a Community Development Project (CDA).

The Provo City Redevelopment Agency has requested an inter local agreement be placed in effect for the South Downtown CDA area. The total cumulative tax increment to be paid to the Agency shall not exceed \$541,246.00, or ten years, whichever occurs first. The inter local agreement will be effective for tax years 2018-2027, and shall provide 70% of the tax increment to the CDA. Provo City as well as the developer had met with the Board in prior public meetings to provide details of the project area.

Utah State Code 17A-2-201, Utah State Code 17C-4-201 preside.

The Board Resolution and the Inter Local Agreement were attached for board review prior to the study session.

- District Administration recommended the board approve said resolution and the inter local agreement.
- Business Administrator Stefanie Bryant will adjust the listed property value to reflect 2015 rather than 2014 values and ensure the timeline states 2027.

G. Utah State Code 53A-2-402, 403 Surplus Property

The parcel of land approximating 1.44 acres in total, located at approximately 1170 South 350 East, Provo, has been determined by the Board to be surplus property.

Legal description: Parcel 22:022:0069 Commencing North 200.28 feet and then East 742.27 feet from the South West COR. SEC. 7 T7S R3E SLB&M.; North 0 Degrees 50' 0" East 297.71 feet; North 89 Degrees 55' 40" East 210.02 feet; South 0 Degrees 50' 0" West 299.75 feet; North 89 Degrees 30' 50" West 210 feet to beginning. Area 1.440 acres

The property was previously used to house both East Bay Post High and Central Utah Enterprises. East Bay Post High has relocated; CUE will continue operations on this location as part of a separate agreement between the District and CUE.

Utah State code 53A-2-402 to 403 presides over surplus district property.

Utah State code 53A-2-402 to 403 was attached for board members' reference.

District Administration recommended the board move to declare the 1.44 acres, located with the above legal description and as noted in board minutes, as surplus property. (Language for action was provided separately in business meeting tab.)

H. School Bus Advertising Space

In 2011 Utah Legislature passed House Bill 0199 allowing public school districts to sell advertising space on the exterior of school buses. Such advertising must be board approved. The bill

- requires a local school board to adopt guidelines for the type of advertising permitted on a school bus;
- prohibits certain types of advertising on a school bus;
- requires the Department of Transportation to make rules governing the placement and size of an advertisement on a school bus; and
- requires that revenue from the sale of advertising space on a school bus be used for pupil transportation.

A small committee comprised of the Business Administrator, Public Relations Coordinator, Transportation Director and Transportation Staff member met with YellowBus Media to determine if selling bus advertising would be worthwhile for Provo City School District. YellowBus Media is the only known vendor to provide the service of selling the ads and coordinating the placement of the ads on our buses. YellowBus provided a brief presentation to the Board (see attached).

District staff and administration will prepare the necessary policies and procedures per HB199 upon approval of such advertising by the Board and negotiate final terms with YellowBus Media. Revenue generation is estimated to be between \$50,000 and \$200,000 per year for use in transportation depending on how much bus space and size of ads/contracts are sold. Estimates based on average rates and bus space were attached for board review prior to the meeting.

All advertising must be applied with adhesive vinyl; the company assumes all liability. The district can determine additional line items in the contract stipulating the advertising not allowed. 55% of the advertising revenue would go to the school district.

House Bill 0199 requires district to have policies/procedures in place prior to placing ads on buses.

The Committee and District Administration recommended the board move to approve the sale of advertising space on district buses during the business meeting.

I. Consent Calendar Review & Questions

J. Upcoming Google Calendar Items

- PHS Groundbreaking, Tuesday, Apr. 26, 3:30 (subsequently changed to Wednesday, Apr. 27 at 4:00)

K. Motion to Adjourn

I move we adjourn the study session.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The study session was adjourned 6:51 p.m.

3. 7:00 p.m. Business Meeting

A. Welcome: President Julie Rash

B. Roll Call

C. Opening Remarks: Vice President McKay Jensen

D. Pledge of Allegiance: Samuel Li, Provo High Student Body President Elect, 2016-2017

4. Community Connections

A. Employee Recognition: Provo Way Award Recipients

Alex Judd, Executive Director of Elementary Education presented the following award recipients:

- Crizto Gutierrez-Marabel, Dixon Middle School Student
- Margaret Mower, Dixon Middle School Student
- Kimberly Sessions, Westridge Elementary Fourth Grade Teacher
- Debbie Manning, Sunrise Preschool Secretary
- Doug Finch, Edgemont Elementary Principal
- Laycie Bowers, Sunset View Parent
- Grant Alex Harvey, East Bay Post High ESP
- Bill Seidel, Child Nutrition ESP
- Jacob Palmer, District Office ESP
- Paige Drumm, Amelia Earhart Elementary Fifth Grade Teacher

B. School Report: Provo High; Karen Brown, Principal

PHS Principal Karen Brown thanked the board for the efforts to make the new school a reality and for making the hard decision to move the school to the west side. She then shared the following information with the board (see attached):

Demographics

School Mission Statement: to help ALL students be successful

PHS School Goals

Theme Statement: Know thy impact and RISE! RISE to the challenge

AIM Statement

"Know Thy Impact"

SAGE Summative Scores for Language Arts

SAGE Summative Scores for Math

SAGE Summative Scores for Science

Graduation Rates - 85% last year

School Report Card

Comparison Data

Total 2015 Performance Data

College Readiness Data

ACT Scores

AP Exams

Demographic Comparison Chart

What impact do you hope to have?

Department and Individual SLOs

PLCs

Points of Pride

Challenges

Strategies for Increasing Student Achievement

ESL Aides and SPED co-teaching

Ms. Brown stated the administration and staff plan to capitalize on the opportunity to continue their work of fostering and boosting the current positive atmosphere and school pride in the new building.

C. Public Input

- Wyatt, Brittney, students - Teacher Louis Gonzalez left suddenly. The students are concerned and want to know why.
 - Jason Cox, Executive Director of Human Resources indicated specific information any personnel matter can not be shared. He added HR will follow up and work with the IHS administration/staff to come to a positive resolution.
- Becca Ogden, 130 North 100 East Provo - Ms. Ogden stated her interest in getting a German dual

immersion program started on the west side. Supt. Rittel indicated he would call Ms. Ogden tomorrow to discuss the matter with her.

5. Business Items

A. Approve New Policies 4410 Graduation and Related Requirements, and 4425 Credits and Transcripts

I move that we approve new policies 4410 Graduation and Related Requirements, and 4425 Credits and Transcripts ...(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. Approve Revised Policy 4020 Curriculum Development and Adoption of Instructional Materials

This action was removed from the agenda pending further board/staff discussion.

C. Approve Student Participation/School Fees

I move we approve the 2016-2017 Fee and Fine Schedules.

Motion by Michelle Kaufusi, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

D. Approve Surplus Property

I move we approve the surplus of the property located at 1170 South 350 East with the legal description as noted in the board minutes.

Motion by Taz Murray, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

E. Adopt Resolution 001.2016 - CDA PEG Development

I move we adopt resolution 001.2016, and agree to the requested inter local agreement with the Redevelopment Agency of Provo City, with the agreed upon edits to the inter-local agreement as discussed in study session.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

F. Approve the Sale of Advertising Space on District School Buses

I move we approve the sale of advertising space on district school buses in an effort to aid in unfunded transportation expenditures, with the understanding all appropriate policies and procedures will be drafted.

Motion by Jim Pettersson, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

G. Adopt Resolution 002.2016 - Purchase and Sale Contract

This action was removed from the agenda until the board's April 26 business meeting.

6. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. March 8 Study Session & Business Meeting

C. March 23 Study Session

D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

F. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

7. Board Member Reports

A. President Julie Rash

Ms. Rash acknowledged the good work done in the district over the past few months. She indicated she's proud to be part of the district and the good things happening. The hours and efforts of many people are very encouraging: Mark Wheeler in spearheading the construction of new schools; progress is being made in the dual language immersion program; the relocation of the PUPs program back to middle schools; opening another CAS campus on the west side. Ms. Rash added she has complete confidence in each board member; each is willing to work for the betterment of each student in the district and no one has a personal agenda.

8. Superintendent's Report

A. Approved Student Travel & Sunset View Principal Selection Process

- Approved one in-state travel request for the PHS boys tennis team to St. George.
- Sunset View principal selection process
 - Interviews were held on Monday and the candidate field was narrowed to two candidates; additional interviews will take place tomorrow. The Wednesday evening community forum could go one of three ways: the committee might recommend neither candidate; the committee might recommend both to proceed to the community forum; or the committee may select the principal and convert the community forum to an announcement.
 - The community forum will be held tomorrow evening at Sunset View at 7:00 p.m.

9. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The business meeting was adjourned at 8:08 p.m.